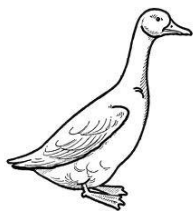


GOOSE



Uncollected child policy

In the event that a child is not collected by an authorised adult at the end of the session/day, we have following procedures;

Firstly, we will ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We will endeavour to contact all the numbers we have on file.

All parent/carers will have provided information on registration and so we will have the following;

- **Home address and phone number**
- **Work address and phone numbers**
- **Mobile numbers**
- **Any other adults authorized to collect child**
- **Who has parental responsibility**
- **Information on 'no legal access'**

On occasions when the parent or person who is normally authorized to collect child are not able to they should provide us with written details of the name and address and telephone number of whom they wish to collect. We will use a pin number system given at registration if this is necessary.

We will provide a contact mobile number and have it with us on the premises at all times.

In the event of a child not being collected from the setting by an authorized adult within 10 minutes of closure we will endeavour to contact all numbers on file. If however a child has not been collected within 1 hour and no contact found we will have to contact the relevant authorities.

Please refer to our safeguarding children policy.